

ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

3450.9C

9/25/85

SUBJ: ANNUAL NATIONAL AND REGIONAL OUTSTANDING FLIGHT ASSIST AWARD

1. PURPOSE. In accordance with the policy and authority established in the Incentive Awards Program Handbook, 3450.7, this order establishes procedures for selecting and processing National and Regional Outstanding Flight Assist Awards to employees who contribute to selected flight assists during a given calendar year.
2. DISTRIBUTION. This order is distributed to branch level in Washington and regional offices, the Federal Aviation Administration Academy, and all air traffic facilities.
3. CANCELLATION. Order 3450.9B, dated March 23, 1977, is cancelled.
4. BACKGROUND. Air Traffic Control Specialists, in all options, are called upon from time to time to provide assistance to pilots of aircraft in trouble. Many of these flight assists show great resourcefulness on the part of the specialist. The agency recognizes the incentive benefit in publicity for selected specialists who were primarily responsible for outstanding flight assists.
5. AWARDS.
 - a. National Outstanding Flight Assists. Each employee who is selected to receive the National Outstanding Flight Assist Award will be presented a Special Achievement Award for a Special Act and a cash award for exceptional value of intangible benefit with limited application (see the Incentive Awards Program Handbook, Order 3450.7). The awards will be approved by the Associate Administrator for Air Traffic. Normally, one award will be given in each option.
 - b. Regional Outstanding Flight Assists. Each employee who was nominated by a region for the National Flight Assist Award and was not selected will be presented a Special Achievement Award by the region for a Special Act and a cash award for high value intangible benefit with limited application (see Incentive Awards Program, Order 3450.7). The cash award should be less than the national award. The award shall be approved by the regional director.
 - c. Miscellaneous. The Incentive Awards Handbook, Order 3450.7, limits an employee to one award for a single contribution. Therefore, it is recommended that regional or facility awards not be made until it is determined that the occurrence does not warrant a national award. "We Point With Pride" awards or Letters of Commendation, however, may be given as they do not come under Order 3450.7.

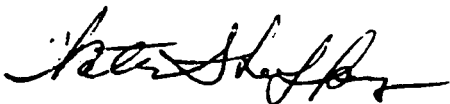
6. CRITERIA. The selection of an outstanding flight assist will be judged on the basis of operational efficiency. Such factors to consider are method used, expediency of assist, circumstances surrounding the flight assist, the analytical decision and timely action, the all-out effort demonstrated, and any other special factors that are appropriate.

7. NOMINATIONS. Each region may submit three nominations (one per option, Flight Service Station, Terminal, and En Route) for the National Outstanding Flight Assist Award. Nominations should include a narrative statement of the flight assist, a copy of the Flight Assist Report Form (FAA 7230-6) plus any other documentation relative to the occurrence. The nominations must be received by AAT-60 by February 15 each year for the preceding calendar year.

8. SELECTION PROCESS FOR NATIONAL OUTSTANDING FLIGHT ASSISTS. The Associate Administrator for Air Traffic shall annually establish a headquarters review board to consider the regional nominations for the national awards. The board shall consist of four members of headquarters air traffic divisions/staffs; one being an AAT-60 representative, the nonvoting chairperson. The three voting members will be one from each option. The review board will select the outstanding flight assist for each option and recommend the amount of the cash award. The chairperson will submit the findings of the review board, through AAT-60, to the Associate Administrator for Air Traffic for approval no later than March 31.

9. PROCESSING AWARDS. Approved awards shall be submitted to the Incentive Awards Coordinator for processing according to established procedures.

10. PRESENTATION. Presentation of the national awards will normally be made by the Associate Administrator for Air Traffic. The Office of Public Affairs and the appropriate region will be kept informed of planned activities to ensure appropriate coverage. Presentation of regional awards will normally be made by the regional director.



WALTER S. LUFFSEY
Associate Administrator for Air Traffic